

611-TD-559-001

## **EOSDIS Core System Project**

# **M&O Procedures: Section 23 — Property Management**

Interim Update

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Raytheon Systems Company  
Upper Marlboro, Maryland

# Preface

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This document is an interim update to the Mission Operations Procedures Manual for the ECS Project, document number 611-CD-500-001. This document has not been submitted to NASA for approval, and should be considered unofficial.

This section describes procedures for the receipt, control and accountability of ECS property at ECS sites.

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## 23. Property Management

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This section describes procedures for the receipt, control, and accountability of ECS property at ECS sites. The “Property Management Plan” 602-CD-001-002 is the base document that addresses the process and policies regarding how ECS property is to be managed. The site Local Maintenance Coordinator (LMC) at each site is the site’s property administrator. LMCs should be thoroughly familiar with and adhere to the contents and policies contained within that document.

The LMCs support the activities of receiving, inspection, storage, issue, inventory recording, accounting, and reporting of ECS property at ECS sites. Generally, LMCs should follow the processes, procedures and policies specified in the Property Management Plan. Locally developed procedures should be forwarded to and reviewed by the ECS ILS Office for consistency with this plan.

### 23.1 Receipt of Equipment and Software from Vendor

Some equipment, software, consumables, and media will be shipped direct from vendors to the sites. In such cases, the ILS PA will fax a copy of the Purchase Order to the LMC to serve as a due-in notice. Upon receipt of the equipment, the LMC will perform a receiving inspection to verify correctness of delivery, quantity received and to determine if items were damaged during shipment. The LMC will utilize the following tables as guidance for Receipt of Incoming Items.

- Table 23.1-1 for the Receipt of Equipment
- Table 23.1-2 for the Inventory Worksheet
- Table 23.1-3 COTS Non-Conforming Product Report Checklist
- Table 23.1-4 Receiving Process Checklist

The worksheet for documenting inventory as well as the checklists can be located on the Web at <http://dmsserver.gsfc.nasa.gov/forms/formindex.html> under Project forms. Inventory Worksheet form number is Mo05ja99.doc. The Property Checklists form number Mo06ja99.doc, which includes the Loading Dock Checklist, System Verification Checklist and Receiving Process Checklist. The ILS Property Administration (PA) has incorporated these two forms together as one document to reduce paperwork. When all checklists are signed and verified, the LMC will fax or email all forms to the ILS Property Administration and ILS Property Administration will update the Inventory Database. When a product is received that does not conform to the purchase order the Non-Conforming Product Report (NCR) form located at the same URL with the following form number Mo08ja99.doc can be accessed for use. ). **Work flow process charts A, A-1, and A-2 illustrate Receipt of Hardware/Software, Inventory Worksheet and Non-Conforming Product Reporting and can be located at the end of this chapter.**

**Table 23.1-1. Procedure for the Receipt of Property**

Step	Action
1.	LMC completes the Loading Dock checklist document with the following information: Printed name of receiving individual Signature of receiving individual Date of receipt Name of the carrier Shippers bill of lading or tracking number Customer reference number (when appropriate) Number of boxes received Condition of boxes with a notation of Satisfactory or Damaged
2	LMC Verifies damage, shortage, overage or other discrepancies and annotates these findings on both the carrier's and site's copy. An NCR will be completed as listed in Table 23.1-4
2a	If damages are noted obtain a signature of the carrier's representative on the shipping carrier's document and notify the ILS PA for further information
3	Begin the process of moving equipment into a controlled storage area and completing the inventory worksheet as described Table 23.1-2

**Table 23.1- 2. Procedure for Completion of the Inventory Worksheet**

Step	Action
1.	LMC removes the equipment from the loading dock to controlled storage area.
2.	Verifies the items received against purchase orders and vendor's packing list. Inspects visual condition of material and documents information on Inventory Worksheet,
3.	Documents the serial, model numbers and other appropriate markings on the Inventory Worksheet. Performs final visual inspection of product to ensure no damage or non conforming items have been received..
	Places silver EIN tags on equipment per the instructions listed in section 23.2
5	Assembles equipment for burn-in to be performed for 72 hours and documents the burn-in process on the System Verification Checklist.
6.	If required, completes the COTS NCR using the procedure in Table 23.1-3.

**Table 23.1-3. Procedure for Completion of the Non Conforming Product Report**

Step	Action
1	LMC verifies shipment discrepancies (include shortages, overages, and incorrect items/quantities/models.
2.	Completes COTS NCR per instructions on the back of the form
3.	Sends the completed COTS NCR to the ILS PA via fax or EMAIL
4.	ILS PA sends the NCR form to the appropriate group for vendor notification and resolution.
5.	The resolving group will communicate periodic status from the vendor to the ILS PA, who will notify the LMC.
6.	The ILS PA will receive the completed NCR from the appropriate group and files in the Property Purchase Order files. The ILS PA will send a copy of the completed NCR via fax or EMAIL to the LMC for their records.

**Table 23.1-4. Receiving Process Checklist**

Step	Action
1.	Verify that Loading Dock Checklist has been completed with all the appropriate information
2.	Annotate Purchase Order number or Returned Material Authorization (RMA) on the Inventory Worksheet.
3.	Verify that COTS NCR has been completed and processed, if required as in Table 23.1-3.
4.	If the material is partial receipt, verify that it is segregated, labeled, marked and in a controlled storage area
5.	If the order has a COTS NCR, verify that it is segregated, labeled and documented in a controlled storage area.
6.	Verify the Inventory Worksheet, System Verification, and Receiving Process Checklist have been completed and documented. Fax or Email to the ILS PA

## **23.2 Receipt of Equipment and Software from the ILS Property Administrator**

The LMC will also receive equipment from the ILS PA. Table 23.2-1 defines the process of receiving equipment at the DAACS from the ILS PA and actions required. In addition the ILS PA will be the lead for the COTS NCR. The information listed in Table 23.1-3 explains the process to follow when completing a COTS NCR.

**Table 23.2-1. LMC Actions for Property Received from the ILS Property Administrator**

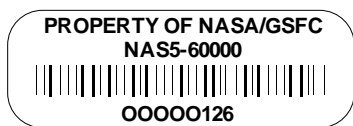
Step	Action
1.	LMC receives shipment with Installation Receipt (IR) report from the ILS PA.
2.	LMC inspects and verifies for shipping damage, completeness using the IR report.
3.	Notifies the ILS PA immediately of any discrepancies. If discrepancies exist, annotate the IR report accordingly.
4.	Sign for the property where indicated and redline location and site specific changes on the top right header information.
5.	LMC retains a copy for files and mails the original back to ILS PA
6.	The ILS PA enters the redline changes into the ILM Property Database.
7.	The original signed redlined IR report and a copy of the Installation Report will be filed in the ECS equipment folder.
8.	The site copies of the IR report and installation report will be filed in the site equipment folders
9.	The LMC will coordinate installation of the equipment in accordance with approved CCR and DAAC procedures.

## **23.3 Equipment Tagging**

ECS equipment (e.g., contractor-acquired and GFP) that is separately identifiable and meets the criteria for controlled equipment as described in the Property Management Plan 194-602-OP1-001, will be tagged with ECS property tags. Figure 23.2-1 illustrates ECS property tags. The ILS PA prior to shipment will tag ECS equipment reserved at the EDF for staging and subsequent

shipment to the sites. Tags will be placed on the equipment so that they are visible and easily accessible by bar-code scanners. Vendor-loaned and RSC capital equipment will not be tagged with ECS property tags.

#### Centrally Reportable Equipment Tag



Equipment Identification Number (EIN)

#### Non-reportable Property Tag



**Figure 23.2-1. ECS Property Tags (actual size)**

Components of major equipment that are not separately identifiable or stocked for use, such as spares/repair parts will not be assigned an EIN. Items not given an EIN sticker will be controlled as inventory items and recorded by manufacturer, description, model/version, serial number (if applicable), location, quantity and with the parent EIN.

Property tags of loaned GFP equipment containing a NASA equipment control number (ECN) will not be removed by the LMC. At the time of receipt of such property, the ILS PA will affix an ECS property tag with EIN next to the government tag. The NASA ECN will be recorded in the property record and cross-referenced to the EIN.

Prior to disposing of ECS equipment, to include transfer to the Government, ECS property tags will be removed. Removed ECS property tags will be retained with the property turn-in document. Turn-in documents will be forwarded to the ILS PA for retention in the property records.

## 23.4 Property Records and Reporting

The ECS Project will use the Inventory Logistics and Maintenance (ILM) system to support the property management, control and reporting functions for contractor-acquired and GFP equipment. Property records are created and maintained in this system by the ILS PA. LMCs will be able to do queries and prepare reports using the system. Note: Instructions for the use of ILM are in Section 27 of this document.

Property records will contain a line for each item having an EIN (e.g., workstation monitor) and each of its major components (e.g., network interface cards, RAM chips, graphics card). Refer to the IR Report provided at the time of site installation. **It is the responsibility of the LMC to notify the ILS PA of inventory, configuration, and location changes so that site property records will be maintained current.** See Paragraph 23.5 for specific instructions.

### 23.4.1 Maintaining Property Records

LMCs will document inventory and configuration changes in local property records within one business day of the change and appropriately notify the ILS PA.

Support documentation for posting changes to property records include the following:

- **Installation Receipt Report** -- This report is provided by the installation team at the time equipment is installed and is used to record receipts and changes of equipment at the site. It can be used to update site property records with installed location, date, and name of the person accepting receipts. This report is signed by the LMC to acknowledge receipt of equipment at the site.
- **Maintenance Work Orders (MWO)** -- Prepared by the site LMC to report equipment changes resulting from maintenance or relocation actions (e.g., serial/model changes, component replacements, and relocation/reconfiguration at the site). MWOs are used by the ILS PA or the ILS Maintenance Controller to update the ILM property records.

### 23.4.2 Reporting Loss, Theft, Damage or Destruction

If ECS or GFP property at the site is lost or stolen, the LMC will notify the security as soon as the theft is discovered and the ILS PA within one business day. The initial written report will contain all information related to what was lost/stolen, when, where, how, and the circumstances regarding the loss/theft. The final report, due 30 days later, will contain all information required by the ECS Property Management Plan and will be signed by the DAAC Operations Manager. If a report was prepared by local security personnel/police, a copy of the report should be attached to the report.

If equipment is damaged or destroyed through circumstances that indicate inappropriate use, negligence, or improper care, the LMC will likewise notify the ILS PA of the specifics of the damage/destruction and its circumstances via Internet as soon as known.

The ILS PA will review such incidents and report, as required, to the ECS Contracts Manager, who will notify the Government Property Administrator (e.g., DCMC ) within one business day.

## 23.5 Equipment Relocation

This section provides instructions for equipment relocation within a DAAC (intra-site relocation); between ECS sites, and between ECS sites and non-ECS sites (inter-site relocation); to a vendor (off-site relocation); and transfer to outside the contract (external transfer). ). **Work flow process charts B, B-1, and B-2 illustrate Equipment Relocation and can be located at the end of this chapter.**

### 23.5.1 Intra-site Relocation

Requirements for equipment reallocations within the facility or between facilities at the same site will be processed through the LMC to maintain control and accountability of equipment inventories. A Maintenance Work Order (MWO) should be used to document and forward the relocation request to the LMC. The LMC reviews the request and schedules the relocation when approved by the local management or configuration control board. When completed, the LMC



will report the location change in the MWO and forward the MWO to the ILS PA by entering status code “A”.

### **23.5.2 Inter-site Relocation**

Inter-site relocation requests require a CCR approved by the ECS CCB. Such requests will identify by EIN and equipment description what is to be moved, where and when it is to be moved, and the reason for the relocation. The losing site LMC will coordinate the relocation resources and schedule with the gaining site and the ILS PA which will document the action in and MWO. Once completed, the gaining site’s LMC will report completion of the relocation to the ILS PA by recording status code “A” in the MWO. The ILS PA will then update the property record with the new location and date of the action. Any loss or damage to the equipment will be reported using the procedure described in Section 23.3.3 when it occurs or is first discovered. Configuration management authorization is required prior to relocating equipment or software between DAACs.

### **23.5.3 External Transfers**

LMCs will not transfer any ESC property to persons or organizations outside of the ECS contract. The ECS Contracting Officer is the only approving authority for such transfers. When the ILS PA receives written authorization from the ECS Contracting Officer, transfers of ECS property to the Government or to other contracts will be accomplished. The ILS PA will provide written instructions and the necessary documentation to the LMC authorizing the property transfer.

## **23.6 Inventories and Audits**

LMCs will complete a 100 percent physical inventory of controlled ECS property and GFP at the site at least annually and not later than July 31. Notification of the scheduled date of the inventory will be provided to the ILS PA 45 days prior to the inventory start date. ECS personnel responsible for maintaining property records will provide technical assistance but will not be part of any inventory count teams. Inventories will be designed to achieve the following objectives:

- Verify that accountable equipment is still on hand
- Confirm or determine current locations and custodial responsibility for equipment and material
- Identify unrecorded equipment which qualifies for control
- Locate or identify missing equipment.
- Identify unused or under utilized equipment and equipment or material in need of repair or rehabilitation.

The LMC will, at the time of completion of the annual inventory, forward a copy of the Inventory Reconciliation Report to the ILS PA. The Inventory Reconciliation Report will be signed by the site’s ECS Manager attesting that a 100 percent inventory was conducted and that all equipment is accounted for except for those indicated as not on hand. All discrepancies will be explained.

## **23.7 Storage**

Access to equipment and software in storage will be limited to authorized personnel and controlled by the LMC. LMCs will ensure that storage areas are kept in a clean, orderly manner. Material will be stored on shelves, in bins or drawers as appropriate, and its storage location entered into the site property record. Special storage areas or controls will be provided for items subject to corrosion, humidity, and temperature. LMC should ensure that Electrostatic Discharge (ESD) procedures are used for all items requiring ESD protection. See paragraph 23.9 for specific ESD instructions. Such items will be inspected semi-annually by the LMC. Serviceable property does not require any special color tag.

### **23.7.1 Segregation Requirements**

Contractor-owned and vendor-loaned property will be segregated from ECS Government-owned property during storage. Unserviceable equipment will also be segregated from serviceable equipment and will be tagged. Unserviceable/reparable equipment will have a yellow tag affixed to it; unserviceable/non-reparable equipment will have a red tag affixed. Unserviceable equipment tags will indicate reason item is unserviceable, date it became unserviceable, parent EIN it came from, and signature of person declaring the item unserviceable.

### **23.7.2 Stock Rotation**

Material designated as “stock,” such as computer tapes, cleaning tapes, CDs, labels, etc., should be used on a first-in, first-out basis. LMCs will notify the ILS PA of its consumable and media requirements at least 90 days in advance of the need date and will not have in stock greater than a 6-month supply. LMCs will consider space available for storing such material prior to placing its order with the ILS PA. Consumable items are recorded as "C" in the ‘type item’ status field of the ILM system.

### **23.7.3 Physical Security**

ECS property will be stored in secured areas where access will be limited to authorized personnel and controlled by the LMC.

## **23.8 Packing and Shipping**

Prior to shipping centrally reportable equipment to the EDF or other ECS sites, the LMC will notify via Email the receiving LMC of the site’s intent to ship. This will include the expected shipment date, carrier, shipping document number, estimated weight and cube, number of pieces, shipper and ship-to-address. Prior to shipment, a pre-shipment inspection will be performed to verify the following:

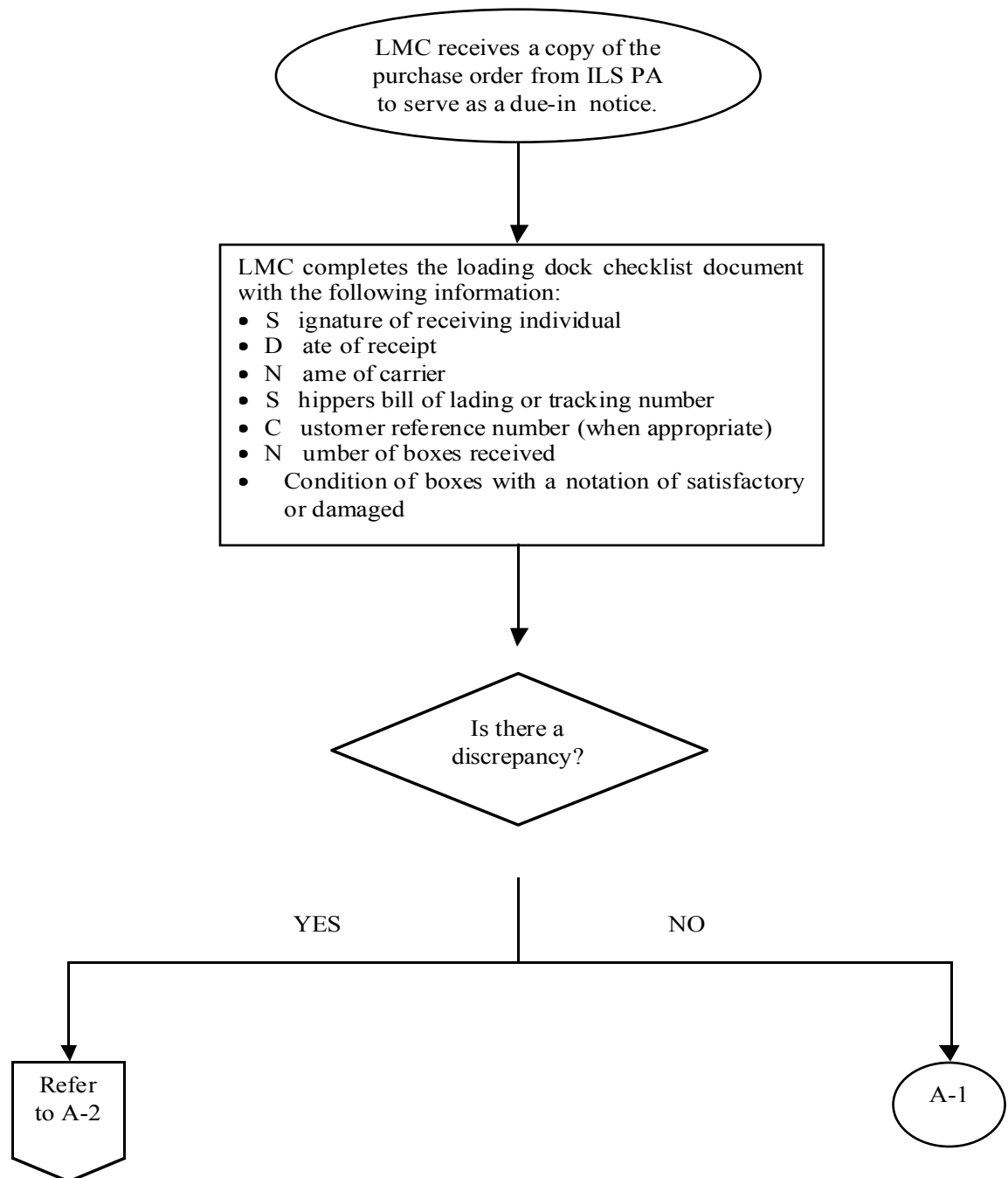
- Correct identification of equipment on packing lists and shipping documents including configurations, serial numbers, number of containers, and ship-to address.
- Adherence to packing, packaging and marking standards.
- Inclusion of appropriately prepared documents within shipping containers.
- LMC will notify the ILS PA via Email or phone when the item shipped has been received.

ECS property being shipped from vendors and the EDF will be shipped to the DAAC facility to the attention of the ILS Local Maintenance Coordinator. Local policy at some sites may require delivery to a site central receiving point. In such cases, written procedures will be developed between the LMC and the site's central receiving office regarding notification of receipts, documentation required, and provisions for local delivery to the DAAC facility. The delivery of ECS equipment to site central receiving points versus direct delivery to the DAAC facility will be determined based on agreements and procedures established between the host facility and the DAAC.

## **23.9 Electrostatic Discharge (ESD) Program**

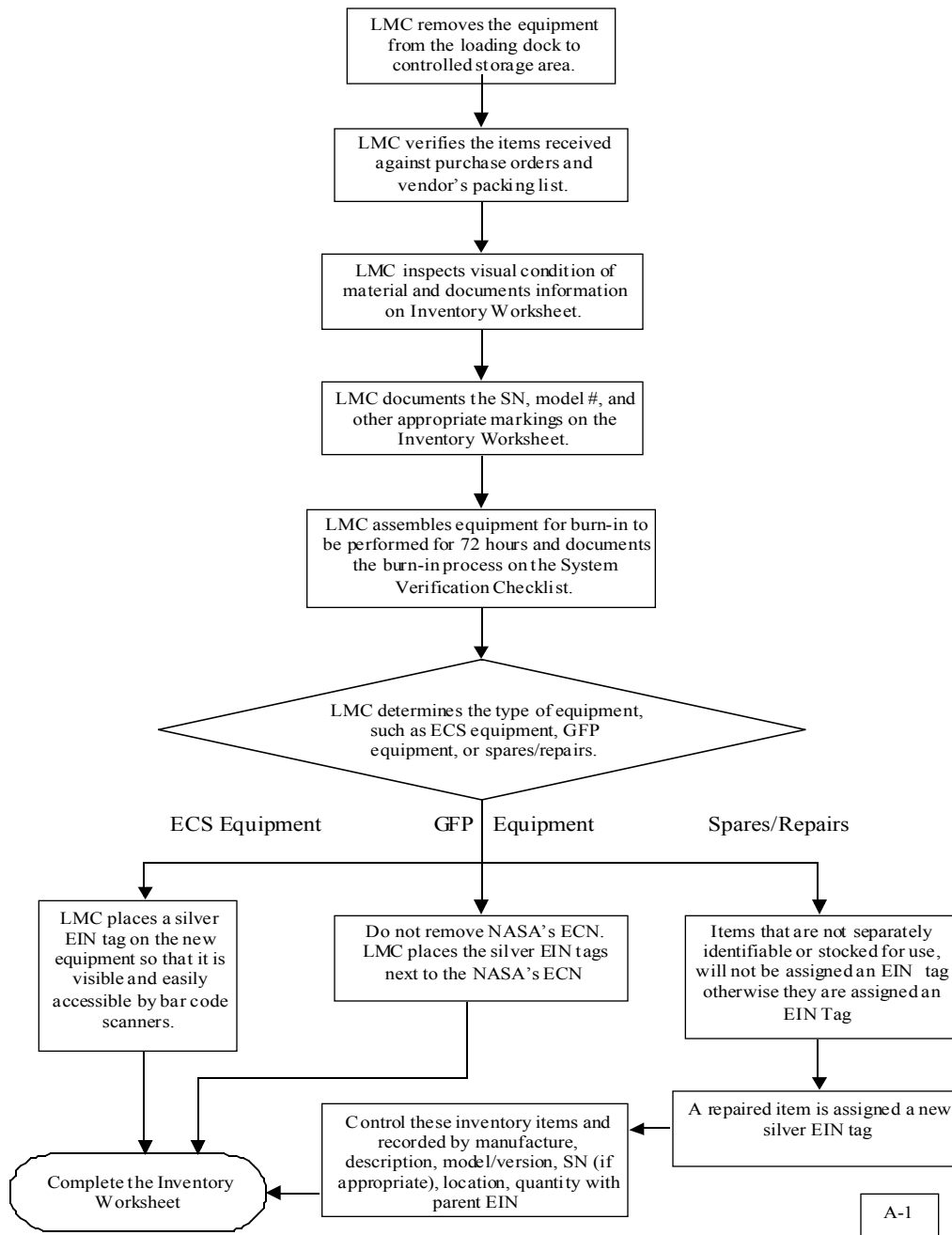
An Awareness program on Electrostatic Discharge (ESD) and operations and maintenance practices will be followed to eliminate ESD hazards to HW, SW, or people. Procedures for the program will be developed using DOD-HDK-263 and DOD-STD-1686 as guides. Included in the program will be policies and procedures for prevention and safe dissipation of static electricity: Workplace common grounding requirements; and parts handling and protection when in storage, outside the manufacturer's protective packaging, and being readied for installation or removal and packaging for delivery. ESD hazard awareness and prevention will be an appropriate part of the training and certification process of ECS operations and maintenance personnel. All ESD hazard awareness and prevention requirements will be passed through as requirements to all operations or maintenance subcontractors.

# Receipt of Equipment and Software from Vendor ☐



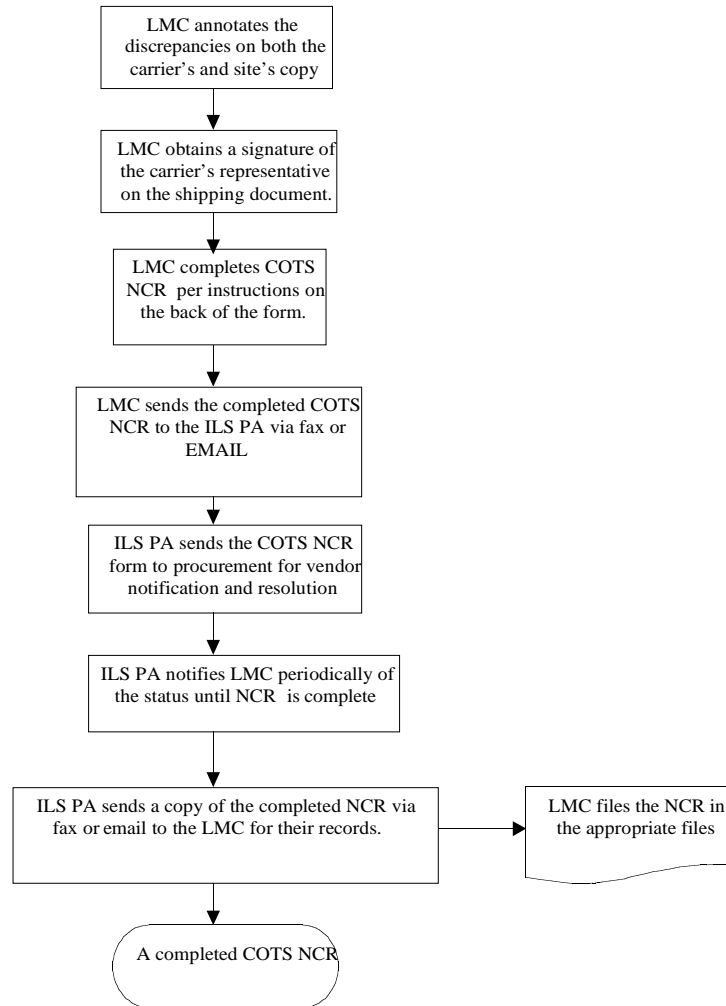
**Figure 23.9-1. Receipt of Equipment and Software from Vendor**

**Procedure for Completion of the Inventory Worksheet** □



***Figure 23.9-2. Procedure for Completion of the Inventory Worksheet***

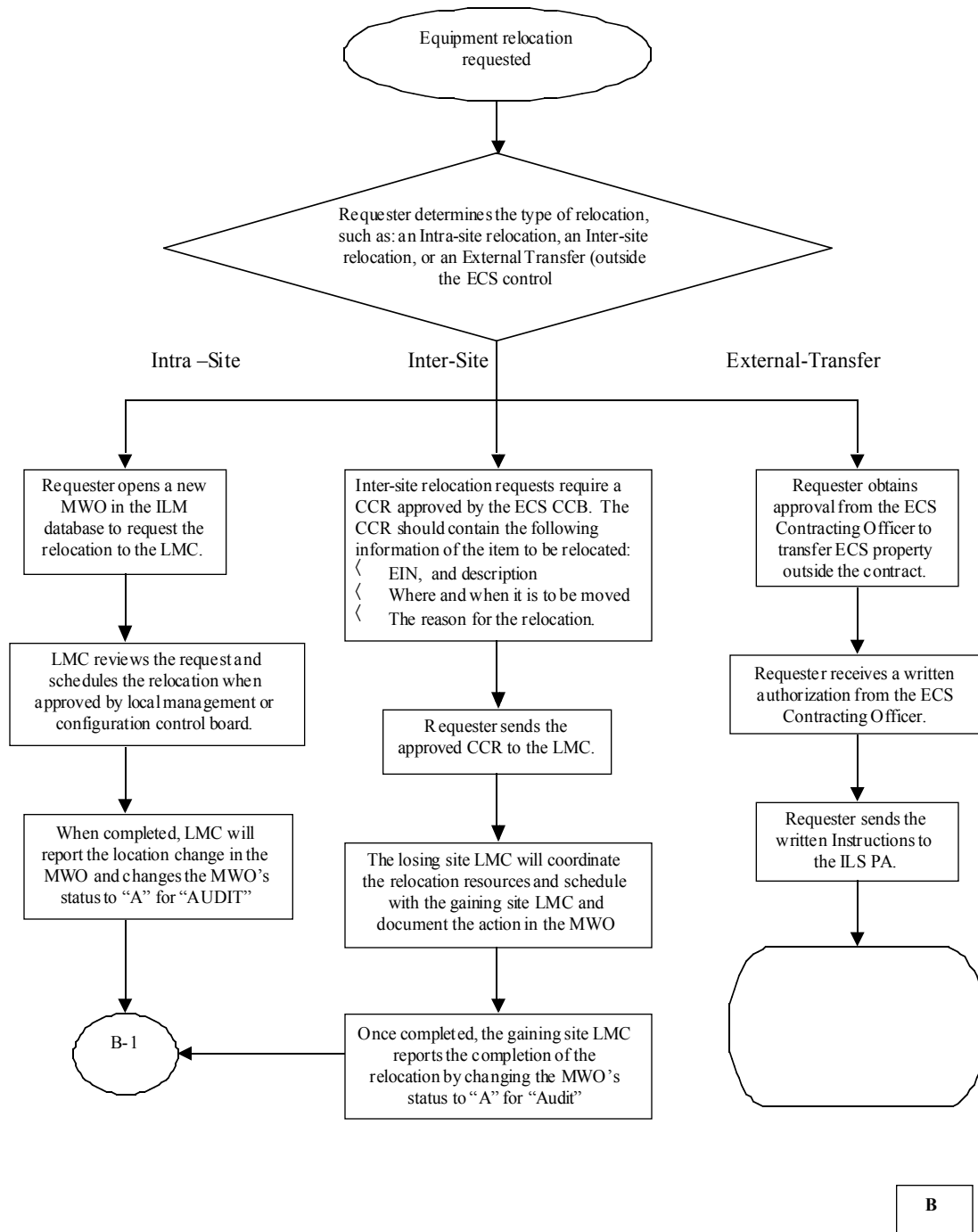
## **Procedure for Completion of the Non Conforming Product Report (NCR)**



A-2

**Figure 23.9-3. Procedure for Completion of the Non Conforming Product Report (NCR)**

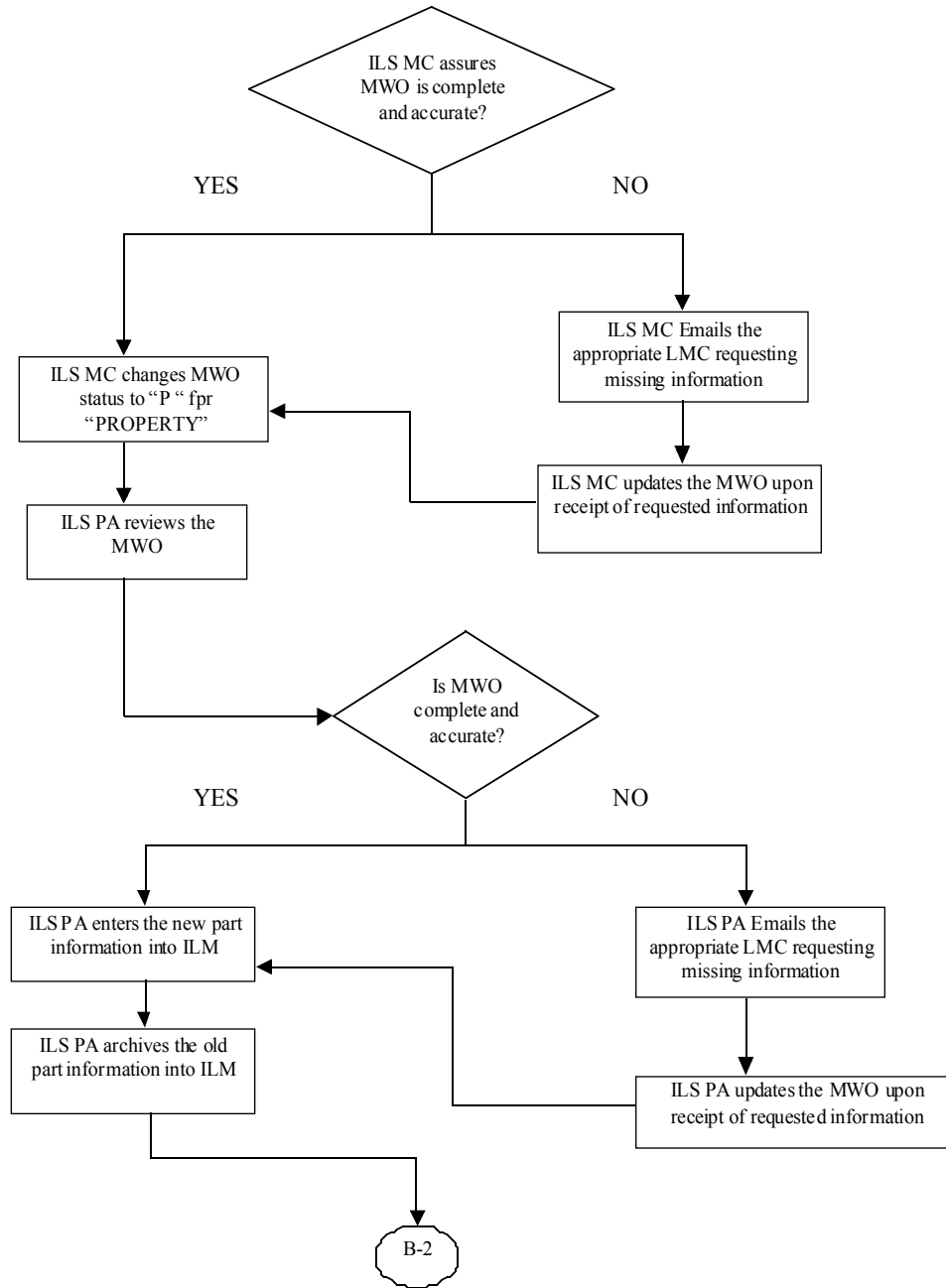
## Equipment Relocation (1 of 3) □



**Figure 23.9-4. Equipment Relocation (1 of 3)**



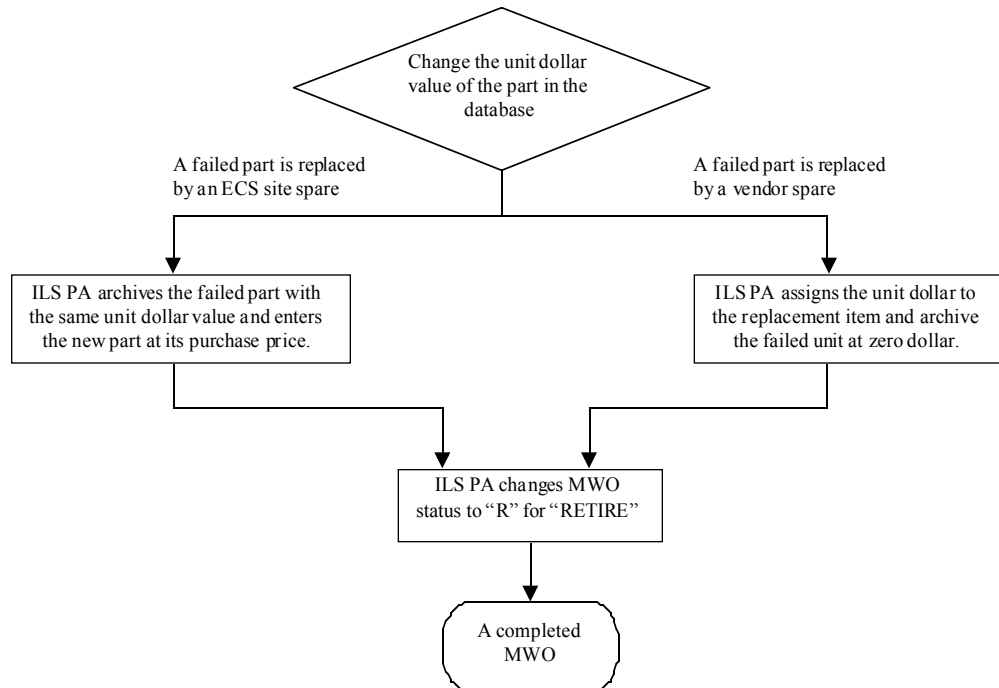
## Equipment Relocation (2 of 3) □



B-1

**Figure 23.9-5. Equipment Relocation (2 of 3)**

## Equipment Relocation (3 of 3) □



B-2

**Figure 23.9-6. Equipment Relocation (3 of 3)**

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